

## e-Waste Management Guidelines

### *What is e-Waste?*

*With the explosion of electronic equipment and the change of technology in the last decade, more of these “e”lectronics-type devices, similar to and including computers (laptop and desktop), monitors, printers, disk drives, printed circuit boards, computer speakers, scanners, mousing devices, keyboards, calculators, etc., are entering the waste stream at an alarming rate and impacting the environment.*

### *Why manage it?*

*In February, 2003, California Department of Toxic Substances Control (DTSC) issued regulations for the management of electronic wastes (e-waste) including waste cathode ray tubes (CRTs) such as computer monitors, televisions, cash registers and oscilloscopes; and waste consumer electronic devices (CEDs) such as - computers, computer peripherals, telephones, stereo equipment, tape player/recorders, video cassette players/recorders, compact disc players/recorders, calculators, etc. The new regulations are similar to those for batteries (e.g. universal waste) and require generators and/or owners to properly handle and store e-wastes to prevent the release of lead and other hazardous chemicals to the environment. The regulations prohibit the disposal of e-wastes in municipal landfills and encourage owners and generators of e-wastes to properly recycle the wastes or arrange for their reuse whenever possible. By these regulations, LBNL has a responsibility to appropriately categorize, handle, and dispose of e-waste.*

### *How to Manage e-Waste?*

- (A) If the CRT or CED is still functional and reusable, it is not subject to these regulations and should be sent to Bldg 903 - contact Facilities Transportation.
- (B) If the items (such as, CRTs, computers or other CEDs) have DOE property ID numbers and will be retired, they should be sent to B903 - contact Facilities Transportation.
- (C) **However, when CED parts (disk drives, printed circuit boards, key boards, printers, etc.) are discarded or when a CRT is unwanted and non functional**
1. It should be labeled with a “**Universal Waste**” label. These are available from your division safety coordinator or Waste Management Group (x5877).
  2. Each item must have its own label. Fill in the label as follows:  
**Contents:** enter either “CRT”, “CED” or describe the device  
**Accumulation Start Date:** Date on which the item became unusable and unwanted.
  3. Place the CRT or CED in a tote box or shrink-wrapped on a pallet to prevent breakage.
  4. Contact your Waste Management Generator Assistant or the WM Operations Group at x5877 for pickup. Be sure to identify the location of the e-waste. Only labeled e-waste will be picked up.
  5. If multiple CRTs or CEDs are to be picked up, please identify the total quantity to be picked up.
- (D) **Do not leave any CRTs or CEDs outdoors.**

## e-Waste Management Guidelines

### *Frequently Asked Questions:*

What should I do if I have a or an...

1. Computer monitor that works – send to B903/Property Management
2. Computer monitor that does not work – label it and contact **Waste Management**
3. Computer circuit boards or other parts – label it and contact **Waste Management**
4. Computer or computer monitor with property tag (working or not) – send to B903/Property Management
5. CED with property tag – send to B903/Property Management
6. Computer without property tag – send to B903/Property Management (because of the DOE hard drive issues)
7. Unwanted/old power supply or non-CED electrical equipment – not subjected to these regulations; send to B903/Property Management

The employee should also contact his or her division safety coordinator for the division specific procedures of handling those electronic devices or equipment.

### *Definitions:*

**CRT** – (**cathode ray tube**) a vacuum tube or picture tube used to convert an electrical signal into a visual image; including CRT devices, such as computer monitors, televisions, cash registers and oscilloscopes; CRT glass; etc.

**CED** – (**consumer electronic devices**) including computers, computer peripherals (disk drives, CD-ROMs, printers, keyboards, palm pads, mousing devices, etc.), telephones, answering machines, radios, stereo equipment, tape player/recorders, phonographs, video cassette players/recorders, compact disc players/recorders, calculators, and some appliances.

### **Generator Assistants . . .**

- Life Sciences :
  - Building 55/64, Donner: Amy Tanouye (x6896)
  - Building 80: Marty White (x7663)
  - Buildings 74/83/84: Chan Ho Yi (x5886)
  - Building 70A: Dr. Maram Kassis (x6823)
- Chemical Sciences: Dr. Maram Kassis (x6823)
- Genomics: Amy Tanouye (x6896)
- EH&S / HERL: Dr. Maram Kassis (x6823)
  - D&D: Chan Yi (x5886)
  - Other EH&S: Amy Tanouye (x6896)
- Physics, ALS, ASD, Computing Sciences, AFRD, Directorate: Marty White (x7663)
- Physical Biosciences including Calvin: Dr. Maram Kassis (x6823)
- Engineering, Facilities, Nuclear Sciences: Mark Lasartemay (x6825)
- Earth Sciences, Material Sciences and EETD: Howard Hansen (x5867)